



COUNTY OF SAN DIEGO

STATE OF CALIFORNIA

HEALTHY SAN DIEGO

Joint Consumer and Professional Advisory Committee

**Nick Macchione, Director
Health and Human Services Agency**

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HEALTHY SAN DIEGO – JOINT CONSUMER AND PROFESSIONAL ADVISORY COMMITTEE BY-LAWS

SECTION 1 NAME

“Healthy San Diego” (HSD) may have both a Consumer Advisory Committee and a Professional Advisory Committee to advise the Health and Human Services Agency on matters of policy and operations for Medi-Cal Managed Care. It is intended that these committees shall be made up of Consumers and Professionals. The Consumer and Professional Advisory Committees may elect to meet jointly as the Joint Consumer and Professional Advisory Committee (or HSD Joint Advisory Committee) as specified in these by-laws.

SECTION 2 POWERS AND DUTIES

These advisory committees are established in accordance with Welfare and Institutions Code Section 14089.05 to monitor Medi-Cal Managed Care issues or other issues concerning health care delivery that may impact upon this system and advise the Director, Health and Human Services Agency concerning those issues.

SECTION 3 MEMBERSHIP

- A. Healthy San Diego stakeholders will collaborate with HSD staff to facilitate identification of Joint Advisory Committee members. Members may nominate for any category.
- B. Whenever possible, members will represent the cultural and linguistic needs of beneficiaries of Medi-Cal managed care.
- C. Alternates – Each appointed member will designate an alternate to attend in their place in the event that they are unable to attend the scheduled meeting(s). Alternates must have demonstrated commitment and experience in addressing healthcare issues.
- D. All members require final approval from the Director of the Health and Human Services Agency.

Consumer representation shall consist of the following members:

1. **Consumer Representative** – nominees shall have a demonstrated commitment to and experience in advocacy for consumer health issues:
 - a. one shall be the Executive Director of the Legal Aid Society of San Diego
Additional nominees may represent a variety of consumer-related health areas and may include:
 - b. current or former recipient of Medi-Cal funded health services from various organizations in San Diego County that serve Medi-Cal beneficiaries

- c. nominee from the Board of Supervisors, who shall represent consumer health interests and have a demonstrated commitment and experience in addressing health care issues
 - d. Health Plan member designee
- 2. **Business** – representative of any large or small local, city or countywide business within the social service or health care industry as nominated by HSD stakeholders.
- 3. **Advocate for Children’s Issues** – nominations from various San Diego County organizations and HSD stakeholders that represent the interests of children. Said nominees shall have demonstrated experience in advocacy for children in health issues and may include or be representative of:
 - a. Commission on Children, Youth and Families
 - b. First 5 Commission
 - c. foster children
 - d. San Diego Regional Center
 - e. parents/caretakers of children, foster children and/or children with special needs
- 4. **Behavioral Health Consumer** – nominations from the San Diego County Mental Health Advisory Board, Alcohol and Drug Services Advisory Board and/or Behavioral Health Services (BHS) Director and/or HSD stakeholders representing behavioral health clients in San Diego County. Nominees may include:
 - a. BHS Director or designee
 - b. behavioral health specialist
 - c. consumer and/or family member
- 5. **Seniors and Persons with Disabilities (SPD)** – nominations from San Diego County AIS (Aging and Independence Services) Advisory Council, AIS Director and/or HSD stakeholders. Nominees may include:
 - a. AIS Director or designee
 - b. geriatric specialist
 - c. independent living specialist
 - d. consumer and/or family member
- 6. **Members at Large** – nominations from various community health organizations located in San Diego County, the County of San Diego Health and Human Services Agency (HHSA) and/or HSD stakeholders to assure adequate geographic and underserved representation. Such members may represent:
 - a. education
 - b. legal profession
 - c. organized labor
 - d. other specialty areas serving the needs of the Medi-Cal managed care populations

Professional representation shall consist of the following members.

1. **Health Plans** - only those health plans that are awarded HSD Medi-Cal contracts shall have a representative appointed to the Professional Advisory Committee. The representative will be selected by each participating plan.
2. **Physicians & Nursing** – nominations of traditional providers of Medi-Cal, selected or nominated by HSD stakeholders, the San Diego County Medical Society, National Medical Association and other medical associations in San Diego County representing traditionally underserved groups. Nominees may include or represent:
 - a. members of the San Diego County Medical Society
 - b. members of the National Medical Association (San Diego Chapter)
 - c. physicians
 - d. nurses
 - e. mid-level practitioners (such as nurse practitioner, physician’s assistant, etc.)
 - f. other specialties as identified
3. **Hospitals** – nominations from the Hospital Association of San Diego and Imperial Counties (HASDIC), HSD stakeholders and up to two local hospitals representing:
 - a. Chief Executive Officer (or designee) of the Hospital Association of San Diego and Imperial Counties
 - b. other hospitals within San Diego County, with at least one being a disproportionate share hospital (DSH)
4. **Public Health** – the public health officer (or designee) of the County of San Diego Health and Human Services Agency (HHSA).
5. **Community Clinics** – nominations by the Council of Community Clinics, HSD Stakeholders, or from not-for-profit clinics providing services to Medi-Cal beneficiaries.
6. **Behavioral Health Professional** – from nominations by the local Mental Health Board, Alcohol and Drug Services Advisory Board, BHS Director and/or HSD stakeholders.
7. **Pharmacy** – nominations by the San Diego County Pharmacists Association or HSD stakeholders of a local pharmacist or representative thereof with knowledge of the Medi-Cal formulary and Medi-Cal Managed Care.
8. **Dentistry** – nominations by the San Diego County Dental Society or HSD stakeholders.
9. **Professional Members at Large** – nominations of advocates or health professionals familiar with the needs of Medi-Cal managed care populations. Such members may represent:
 - a. education
 - b. legal profession
 - c. organized labor

- d. other specialty areas serving the needs of the Medi-Cal managed care populations.

SECTION 4 VACANCIES

The method of filling vacancies and their alternates for the Joint Consumer and Professional Advisory Committee and Quality Improvement (QI) Subcommittee shall be as follows.

1. Nominations shall be submitted to the Joint Advisory Committee and must represent consumer health interests, as well as a demonstrated commitment and experience in addressing health care issues.
2. Submitted nominations must be made by a current Joint Advisory Committee or QI Subcommittee member and include:
 - a. curriculum vitae (CV) and/or resume outlining nominee's experience related to consumer health issues and/or the health care field
 - b. letter of recommendation from a local San Diego stakeholder, or a recognized member of the specialty area
 - c. written nomination from the supporting Joint Advisory Committee member or QI Subcommittee Chair stating the specific member category and the nominee's qualifications

Nominees must be approved by a quorum of the Joint Advisory Committee and the QI Subcommittee (as applicable). A letter of recommendation must then be submitted by the Joint Advisory Committee Co-Chairs to the Director of the Health and Human Services Agency. The Director, as a Deputy Chief Administrative Officer, shall approve all appointments or reappointments to the committee.

SECTION 5 QUORUM

A quorum shall be defined as one person more than one half of the members. The definition of members excludes unfilled positions and those vacated by resignation or removal. To establish a quorum of the Joint Consumer and Professional Advisory committee, a simple majority of each committee must be present. Within this framework, a majority vote shall represent the final action of the Joint Advisory Committee.

ATTENDANCE SECTION

Members are required to communicate their attendance or absence via email or telephone to Healthy San Diego designated support staff. Failure to do so will result in an unexcused absence. A member with three unexcused absences in a 12-month period shall be subject to removal by consensus of the Chair of the Consumer Advisory Committee and the Chair of the Professional Advisory Committee.

SECTION 6 MEETINGS

1. Meetings of the Consumer, Professional, and/or the Joint Consumer/Professional Advisory Committees shall be subject to the provisions of Chapter 9 (Commencing with Section 54950) of Part 1, Division 2, Title 5 of the Government Code, relating to meetings of local agencies (Ralph M. Brown Act).
2. The Joint Advisory Committee shall meet at least quarterly at a time to be determined by the committee. Said meeting will be held in the County Administration Center, 1600 Pacific Highway, San Diego, CA or at a duly noticed location designated by the Chair. If the Joint Advisory Committee meets at least quarterly, the Consumer and Professional Advisory Committees will not be required to meet separately.
3. Special meetings may be called at a time and place designated by the Chair. The Committee staff pursuant to the government code shall give notices of regular and special meetings.
4. Consumer members and Professional members, as designated in these by-laws, may meet separately if deemed necessary. Should they meet separately each committee must conduct their meetings in accordance with these by-laws and report to the Joint Consumer and Professional Advisory Committee as specified in section 8.

SECTION 7 OFFICERS

1. The elected officers are the Chair and Vice-Chair of the Professional and Consumer Advisory Committees.
2. A nominating committee appointed by the Chair and approved by the Committee shall present the slate of officers in May. The Healthy San Diego Consumer and Professional Advisory Committees shall elect officers in June. Officers take office on July 1 and serve up to a four-year term.
3. The maximum length of a given office shall be two consecutive terms.
4. The Joint Advisory Committee shall be chaired on a rotating basis by the elected Chairperson of the Consumer Advisory Committee and the elected Chairperson of the Professional Advisory Committee.

SECTION 8 RESPONSIBILITIES OF THE OFFICERS

1. The Chair (comprised of the Chairperson of the Consumer Advisory Committee and the Chairperson of the Professional Advisory Committee) shall be the principal executive officers and the official spokesperson of the committee. The Chair shall preside at all meetings of the committee and carry out the policies of this committee. The Chair shall make all committee appointments subject to the approval of the committee as a whole.

The Chair shall have the general powers and duties of management usually vested in the office of the Chair and having the powers and duties as may be prescribed in these by-laws. The Chair shall maintain consultation with the Director of Health and Human Services Agency.

2. The Vice-Chairs' shall do everything necessary to assist in the performance of the Chair's duties for the Joint Consumer and Professional Advisory Committee and each shall exercise the powers of the Chair in the absence of the other.
3. The Chairperson of the Consumer Advisory Committee shall serve on the Professional Advisory Committee and the Chairperson of the Professional Advisory Committee shall serve on the Consumer Advisory Committee when they meet separately. The chairperson of each advisory committee shall be a voting member.

SECTION 9 COMMITTEES

1. Additional subcommittees of the Consumer, Professional, and Joint Consumer and Professional Advisory Committee may be established, as necessary, and may meet as often as necessary.
2. All established subcommittees shall report at each regular meeting of the committee. These reports may be oral or written, unless specified otherwise by the Committee.

SECTION 10 RULES OF ORDER

Meetings of this Committee shall be governed by the authority of Robert's Rules of Order modified to allow for the open participation of the Chair. The rules contained in Robert's Rules of Order shall govern the Committee in all cases to which they are applicable and in which they are not inconsistent with the by-laws of the Committee.

SECTION 11 AMENDMENTS

These by-laws may be amended at any regular meeting of the Committee by a vote of the majority of the existing membership. The amendment must be submitted in writing no later than the previous regular meeting.

SECTION 12 EFFECTIVE DATE

These by-laws shall become effective upon the adoption by the Joint Consumer and Professional Advisory Committees.

Nick Macchione, Director
Health and Human Services Agency